

Jeremiah W. (Jay) Nixon
Governor

Chris Pieper
Acting Director



Julie Gibson, Director
Division of Workforce Development

Maida Coleman, Exec. Director
Missouri Workforce Investment Board

Keith Gary, PhD
Chair

Missouri Workforce Investment Board

Full Board Meeting

September 5, 2012

8:00a.m.

Renaissance Grand Hotel

St. Louis, Missouri

Members Present: Keith Gary (Chairman), Garland Barton, Martha Ellen Black, Don Cook, David Cramp, Eva Danner-Horton, Wayne Feuerborn, John Gaal, Rick Gronniger, Reginal Hoskins, Rep. Michele Kratky, Sen. Will Kraus, Birdie LeGrand, Neil Nuttall, Mike Pantleo, Chris Pieper, Jeanette Prenger, Larry Rebman, Josh Tennison, Len Toenjes, Ray Tubaugh, Kelly Walters, and Anthony Wilson

Member Designees: Ron Lankford (DESE Designee for Chris Nicastro)

Members Absent: Matt Aubuchon, Neal Boyd, Fred Bronstein, Cara Canon, Herb Dankert, Mike Deggendorf, Sen. Tom Dempsey, Margaret Donnelly/Ellie Glen, Brian Kinkade/Alyson Campbell, Deborah Price, David Russell/Rusty Monhollon, Bill Skains, LeRoy Stromberg Jr., and Cheryl Thruston.

MoWIB Staff: Maida Coleman and Glenda Terrill

Other Attendees: Julie Gibson (DWD Director), Sandra Cabot (SEMO), Pati Carter (West Central WIB Director), Steve Coffman (DESE), Fred Douglass (St. Louis County WIB Chair), Betty Freeman-Boots (Chair, E. Jackson/FEC), Howard Hayes (SLDC), Freda Jenkins (FEC), Jennifer Jessee (FEC), Jasen Jones (SW WIB Director), Robin Jones (FEC), June O'Dell (SE WIB Director), Mareta Papu (UAW-LETC), Melissa Robbins (S Central WIB Director), Kathy Sanders (SE WIB Chair), and Molly Tallarico (DWD).

A. Call to Order, Welcome and Introductions:

Chairman Keith Gary called the meeting to order at 8:04a.m. Dr. Gary called for introductions from Board members and guests.

B. Approval of Board Meeting Minutes

Dr. Gary called for revisions and/or comments to the July 13, 2012 meeting minutes. With no opposition voiced, a motion was made by Dr. Black to approve the meeting minutes, seconded by Dr. Gaal. Motion was approved.

C. MoWIB Bylaws USDOL Review—Dr. Gary

Dr. Gary reminded the Board of the U.S. Department of Labor (DOL) audit and asked Ms. Coleman to provide the background from the audit in anticipation of a request to amend the MoWIB bylaws.

Ms. Coleman stated that the DOL review included a review of MoWIB membership. The Board had not met for some time due to vacancies in the business category. The Workforce Investment Act (WIA) requires a State Board led by a majority membership of business representatives. Ms. Coleman stated that the audit identified thirteen (13) members on the Board with expired terms. Article IV, Section 3 of the MoWIB Bylaws state that “Each member of the Board shall serve for a term of four years.” Ms. Coleman made the recommendation that language consistent with MO Revised Statute, Chapter 620.511.5¹ be inserted to revise the section as follows: *Under Article IV Council Membership, Section 3: Terms of Office* will be amended as follows in italic red font: Each member of the Board shall serve for a term of four years, ***subject to the pleasure of the governor and until a successor is duly appointed. In the event of a vacancy on the board, the vacancy shall be filled in the same manner as the original appointment and said replacement shall serve the remainder of the original appointee’s unexpired term.***

This change will effectively allow a person to continue to serve on the Board until a new person is appointed or a reappointment is made by the Governor’s Office.

Dr. Gary said the core DOL audit issue will be resolved with the proposed Bylaw recommended change, which has been reviewed by legal counsel. Len Toenjes moved for approval, seconded by John Gaal. Motion carried.

51% Majority Vote

Dr. Gary indicated that the next issue is a housekeeping matter to clarify that Board membership would be a 51% business majority as the Board should be business led. Dr. Gaal suggested that this should be 50% + 1 versus 51%...as the group gets bigger, this may make a difference. Dr. Gaal added that this is how he proposed it years ago when we changed the by-laws regarding the quorum.

Dr. Gary asked for a motion for the proposed bylaw amendment. Larry Rebman made the motion to amend Article VI, Section 6a to read: ***In order for a quorum to be present, fifty percent (50%) plus one of the membership of the Board must be present, and fifty percent (50%) plus one of those in attendance must be members appointed as representatives of businesses in the state. When a quorum is present, a majority of the voting members present shall decide any question. The Board may take no formal action unless a quorum is present.*** The Board may utilize technology such as teleconferencing to facilitate Board members’ attendance at meetings.

Dr. Gaal asked if this change was a result of the DOL audit. Ms. Coleman responded that it was not. Dr. Gary said motion made and seconded and asked for any further discussion. Dr. Gary took a voice vote and noted the amended was approved.

Bylaws Vice-Chair Requirement:

Dr. Gary directed members to the bylaws Article 5, Section 1 regarding “Officers and their Duties.” Current language states” The Chair and Vice Chair shall represent the private sector business community.” Dr. Gary recognizes the intent of the bylaws, that is, business representatives being the majority of membership. Dr. Gary believes the Chair should be a representative of the business/private sector, but not the Vice-Chair. He thinks there should be broader latitude in making this selection. He continued saying it is not prescribed that the Vice-Chair automatically assumes the position of Chairman.

Dr. Gary noted that the Executive Committee reflects the same business majority, as he believes it should, and that we should have plenty of votes to fill the chair position with a non-business representative.

Dr. Gary recommended that the language be changed to *”The Chair shall represent the private sector business community,”* thus dropping the business requirement for the Vice-Chair. Dr. Gary asked for questions or concerns about the proposed revision.

Dr. Gaal expressed concern, as previously MoWIB decided the positions would represent private sector business, so that in the event that the Chair was not available, the responsibilities fall to the Vice-Chair. That person should be from the private business sector as per the law (WIA). Mr. Toenjes expressed similar concern and thought the Vice-Chair should remain a private-sector business position.

Dr. Black asked Dr. Gary if she understood that he wanted the Vice-Chair to not represent business. Dr. Gary answered that the position would not have to be from the private sector. Dr. Gary added that maintaining a business majority on the Board and with a possible change to a business majority on the Executive Committee would be sufficient to comply with the WIA requirement that MoWIB be business-led without require the Vice-Chair be from the business sector.

Dr. Gary acknowledged the opposing views to his proposal and asked the Board for a motion to relieve the Vice-Chair requirement of being from private sector business. Reggie Hoskins made a motion that Article 5, Section 1 be modified to read that only “The Chair will represent the private sector business community.” The motion was seconded by Dr. Nuttall. Dr. Gary asked for a voice vote. Dr. Gary stated that the motion passed.

Bylaws Composition of Executive Committee, Article VII, Section:

Dr. Gary listed the current members of the Executive Committee and expressed his view that **the current composition is not consistent with WIA’s requirement that the Board have a private sector business majority for decision making.** As the Executive Committee can make certain decisions and conduct business on behalf of the Board, it should also have a business majority while maintaining a relatively small membership. He acknowledged not having specific changes to propose at this time.

Mr. Toenjes asked the number of state departments/directors on the committee. Dr. Gary referred him to the slide projected on the screen detailing those positions. There also was

conversation regarding the inclusion of sub-committee chairs and their participation on the Executive Committee. Mr. Rebman believed Economic Development and the Department of Labor and Industrial Relations should be on the Executive Committee. Other partner agencies: Department of Social Services, Department of Health and Senior Services, Department of Higher Education, and the Department of Elementary and Secondary Education, Dr. Gary reiterated that he is not looking for a decision today, but asked the Board to reflect on the question and we would revisit the question at the next meeting.

In regard to the Alignment Committee, which Dr. Gaal previously chaired, he recommended Len Toenjes (business member) as the new Chair. Dr. Gaal restated the need for committees to be led by a business member in order to be in compliance with WIA. Dr. Gary suggested that Dr. Gaal and Mr. Toenjes Co-Chair the Alignment Committee.

D. MERIC ETA and Burning Glass

Dr. Gary introduced Ms. Nia Ray and Mr. Alan Spell from MERIC. Ms. Ray and Mr. Spell provided a presentation on the *Economic and Workforce Information Core Products and Services Plan Program Year 2012*.ⁱⁱ “The purpose of this work plan is to develop core economic and workforce information products and services that support the State of Missouri’s overall economic and workforce development plans in Program Year (PY) 2012.” The Plan Period is July 1, 2012 through June 30, 2013. The Plan narrative included: Section I: Missouri Goals and Strategy Summary; Section II: Core Products and Services; Section III: Performance Management; and Section IV: Organization and Budget Summary.

Dr. Gary asked for a motion to approve the FY 2012 ETA (Employment and Training Administration) Core Products Plan and 2012 ETA Product Guide and Performance Report. Dr. Gaal made a motion to approve and Mr. Rebman seconded. Motion passed unanimously.

E. NGA/State Board Chairs Meeting—Summary

Dr. Gary attended the NGA State Board Chairs Conference in Seattle, August 6-8. He noted the strong collaboration between the 27 state chairs attending and their willingness to share information and best practices. MoWIB is one of the newer Board in attendance and there is a wide range in experience and effectiveness among the state Boards in attendance. Many Boards have strong ties and relationships with their Governors and State Legislators. Dr. Gary continued, saying this gave him pause to think through how we might want to consider strategies for strengthening relationships with the Governor, legislature, and state departments. MOWIB needs to raise the level of awareness about our activities and begin to demonstrate a value proposition to various stakeholders. Jane Oats, Deputy Director of the USDOL attended the meeting and provided a summary of DOL activities. This meeting was attended by some of the State Executive Directors, who held a separate meeting while the Chairs met. The number one topic which generated interest out of this group was the relationship with business. Two highly relevant NGA reports (Growing State Economies - Twelve Actions and Growing State Economies – A Policy Framework) were distributed to Board Chairs and subsequently sent to

MOWIB members. At a subsequent meeting we will digest this information, taking the opportunity to use national data and trends to develop specific strategies and goals. .

F. NCRC/CWRC-Motion Request

Dr. Gary reminded the Board of the Certified Work Ready Communities (CWRC) presentation made at our July 5, 2012 meeting and prior presentations on the National Career Readiness Certificate (NCRC). Dr. Gary asked Ms. Julie Gibson for an update. Ms. Gibson said DED will be launching a CWRC Initiative at the Governor's Conference on Economic Development with a kickoff at the opening session. Dr. Gary will join the MO Chamber and Associated Industries of MO for a presentation. The CWRC Web site will go live Friday providing access to the application and other resources. A team, which includes Molly Tallarico, has been out making presentations and meeting with local chambers from various communities. DWD recently picked up the important endorsement of the MO School Board and the MO Superintendents Association. The deadline for the first group of applications is Nov. 30. The Governor will talk about this initiative Friday in his remarks.

Dr. Gary thanked Ms. Gibson for her comments, and then asked for two separate motions. Mr. Barton made a motion for *MoWIB to endorse the NCRC and recommend its use by Missouri businesses*. A voice vote followed with the motion carrying by unanimous consent.

Dr. Gary asked for a second motion regarding the CWRC. Mr. Gronniger made a motion that *"The Missouri Workforce Investment Board will sponsor and support 'Missouri Work Ready Communities' by establishing a process to review recommendations, made by DWD and certify counties when appropriate as Work Ready Communities 'In Progress' and Certified Work Ready Communities."* Dr. Nuttall seconded the motion. Dr. Gary asked for any discussion. A voice vote followed with the motion carrying by unanimous consent.

MOWIB will plan to meet within the first two weeks of January to review CWRC applications.

G. Dr. Gary: Alignment Implementation, Vice-Chair, Executive Committee, NCRC/CWRC

- **Vice-Chair:** Dr. Gary opened the floor for Board nominations for Vice Chair. Mr. Reggie Hoskins nominated Dr. Neil Nuttall for the position. Dr. Gary confirmed that Dr. Nuttall was willing to serve. Dr. Gary asked if there were any other nominations and hearing none, closed nominations. Mr. Hoskins made a motion to appoint Dr. Neil Nuttall Vice-Chair of MoWIB. A voice vote followed with the motion carrying by unanimous consent. (Note: For future reference, vote should be by roll call to record the actual vote.)
- **Executive Committee:** Dr. Gary reviewed the current Executive Committee members: Dr. Gary, Dr. Nuttall, Dr. Gaal/Alignment Committee Chair; Matt Aubuchon/Access Committee Chair; Mr. Toenjes/Accountability Committee Chair; Vacant position/Awareness Committee Chair; Mrs. Thruston/Member-at-large. Directors of

the State departments of: Economic Development, Elementary and Secondary Education, Health and Senior Services, Higher Education, Labor and Industrial Relations, and Social Services. He referred to the previous discussion on this issue and will plan to reconsider committee composition at the next meeting.

- **Alignment Strategy:** Dr. Gary reviewed the previous MOWIB work of developing a Strategic Plan focused on four areas: Alignment, Access, Accountability and Awareness. It was Dr. Gary's opinion that MOWIB could realistically only effectively address Access and Alignment. The intent for today is to review the strategies outlined by the Alignment Committee and determine whether they were still relevant to pursue. The review began by walking through the four Alignment Strategies:
 - 1) Review missions, policies and procedures of partner/stakeholders organizations to identify barriers and encourage alignment of workforce development activities;
 - 2) Review the philosophies of partner agencies to ensure a common vision for the workforce development system;
 - 3) Identify best practices, quality programs, and innovative approaches that can be implemented across Missouri and result in increased collaboration and integration of workforce development activities;
 - 4) Build internal capacity to identify and utilize alternative federal, state, and local funding sources to advance workforce development activities.

After some discussion the Board considered reducing the strategies from four (4) to two (2). Dr. Gary asked Ms. Coleman if there was sufficient staff time available to work on the strategies. Ms. Coleman replied that we have full support of the DWD Director and will be able to get assistance when necessary. Dr. Gary stated that there is some overlap with the strategies and additional delineation will be needed at future meetings. Dr. Gary asked if members would be interested in a smaller working group. Dr. Gaal said it's very important for business to have a seat at the table as Chair of the Alignment Committee. Dr. Gary made a motion to make Len Toenjes Co-Chair of the Alignment Committee. The motion passed.

H. Staff Report

Ms. Coleman reminded the Board regarding the State 5-Year Plan presented at the July meeting. The MO plan was the first to be submitted to the U.S Department of Labor (USDOL or DOL) by any state. We expect to hear back from USDOL around the middle of November relative to any responses, recommendations or comments they may have on the approval status. DOL informed the Division that they would immediately begin review of our plan. We anticipate additional news for MOWIB in January. Ms. Coleman reminded everyone that the Governor's Conference starts this afternoon.

Next Meeting: The next meeting will be within the first two (2) weeks of January with a date and location to be determined. January 11th was identified as a possible date. We need to meet our requirement of meeting four (4) times per year. We will look into any events going on which might conflict with our meeting.

MOWIB members were reminded about Expense Reports and to have them completed within two (2) weeks of the meeting date.

Ms. Coleman thanked the Board for the good turnout and noted that we also appreciate those from the Local Workforce Investment Boards (LWIBs) and from the community in attendance. She acknowledged their travel/commitment to attend these meetings and stated: “I am very aware of the challenges we deal with in our businesses and in our communities in serving on the local WIBs. MoWIB appreciates all the hard work you’re doing and your attendance today”.

I. Questions/Comments

Dr. Gary asked if there was any feedback from the regions on the meeting. LWIB Directors in attendance who commented were: Jasen Jones (Southwest Director), Frederick Douglas (Chair, St. Louis County), Melissa Robbins (South Central Director), Patti Carter (West Central Director), June O’Dell (Southeast MO Director), and Michael Holmes (St. Louis City Director and TEAM President).

J. Closing Remarks

Dr. Gary asked if there were any additional questions or comments from the Board. Ms. Coleman invited everyone to attend lunch in Landmark 7.

K. Adjourn

Dr. Gary adjourned the meeting at 11:30a.m.

Approved:

Keith Gary, PhD
Board Chairman

Maida Coleman
Executive Director

KG/MC/GT

Appendix

ⁱ MO Revised Statute, Chapter 620.511.5 says, “*Except as otherwise provided in subsection 6 of this section each member of the board shall serve for a term of four years, subject to the pleasure of the governor **and until** a successor is duly appointed. In the event of a vacancy on the board, the vacancy shall be filled in the same manner as the original appointment and said replacement shall serve the remainder of the original appointee’s unexpired term.*”

ⁱⁱ MERIC Presentation: Economic and Workforce Information Core Products and Services Plan Program Year 2012.